



DIRECTIONS
FY 2001 Final Report/Carry-Over
Application



DIRECTIONS FOR COMPLETING FINAL REPORT/ CARRY-OVER APPLICATION

The following pages must be submitted for the **Final Report**:

- Title Page
- Status Report and CSR Annual Report
- Budget Summary - Report actual expenditures incurred during the project period.
- Budget Detail - Report actual expenditures incurred during the project period.
- Federal Equipment Inventory - Complete if equipment purchased.

The following *additional* pages must be submitted if requesting to **carry over** funds:

- Budget Summary (Carry-Over Application) - Report proposed expenditures to be incurred during the next project period.
- Budget Detail (Carry-Over Application) - Indicate proposed expenditures to be incurred during the next project period. Reference the Program Plan codes from the approved FY 2002 IASA/CSR application describing activities to be supported through carry-over funds in the "Justification Codes" column.
- Program Plan - Complete new Program Plan pages *only* if the carry-over funds will be used to support activities not described in the approved FY 2002 IASA/CSR application or a subsequently approved amendment.

<i>FINAL REPORT TITLE PAGE</i>

- Check appropriate box to indicate if LEA is an individual applicant or a consortium applicant.
- Complete project code with LEA's four-digit district code.
- Check type of report submitted (FY 2001 Final Report and/or FY 2002 Carry-Over Application).

Items 1-4. Complete all identifying information.

Item 5. Enter the award amount from the LEA's approved application Title Page.

Item 6. Enter the amount expended during the project period (9/1/2000–8/31/2001).

Item 7. Subtract the amount in item 6 from the amount in item 5 and enter the difference.

Item 8. Enter the unexpended balance amount from item 7 if applying to carry forward funds into the next project period.

Item 9. Enter the unexpended balance amount from item 7 to be returned to NJDOE. Enclose a check for the indicated amount payable to ***Treasurer, State of New Jersey***, and submit with a copy of the first page of the report to:

**Office of Budget and Accounting
Revenue and Grant Services
PO Box 500
Trenton, NJ 08625-0500**

Item 10. If requesting to carry over funds, provide a brief, but specific, description of why all funds were not expended/obligated within the project period. **This must be completed if funds are indicated in item 8.**

Item 11. Signature of Board Secretary and board approval date (if requesting to carry over funds). Submit a copy of the board resolution if the Carry-Over Application is submitted prior to the board approval date.

Item 12. Signature of Chief School Administrator and date.

Item 13. If requesting to carry over funds, consortium applicants must check box to confirm that all participating districts agree with the Carry-Over Application.

FINAL REPORT – STATUS REPORT

Complete identifying information including project code with LEA's four-digit district code.

Goal/Objective/Activity Code: Indicate the codes from the originally approved application or subsequently approved amendment(s) for all approved activities.

Status of Objectives Based on Evaluation Plan Results: Describe the LEA's progress toward meeting all of the *measurable objectives and performance standards* described in the approved application or subsequently approved amendment(s). Briefly describe the activities completed and the results obtained during the project period. Specific reference should be made to the elements outlined in the approved evaluation plan.

CSR Annual Report: Attach a copy of the "CSR Annual Report" that is distributed to the public. This is not the school report card.

In the CSR Application, the LEA described its plan to produce an Annual Report to parents, the general public and the NJDOE. In the Annual Report the LEA was to provide the following information: the number of fully qualified teachers hired, grades assigned, impact on class size, progress towards increasing the percentage of classes in core academic areas taught by fully qualified teachers, professional development description (number of participants, including staff from private schools and grades taught) and academic (pre-and post-testing) and nonacademic information (attendance, discipline, promotion trends, instruction time, student/teacher relationship, socialization, teacher retention/job satisfaction).

BUDGET SUMMARY – FINAL REPORT – EXPENDITURES

- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts *expended* during the project period. Enter subtotals and total amounts. Round off to the nearest dollar.
 - Where salary is allocated for TPAF employees, ensure the minimum percentage for TPAF/FICA (10.31%) has been entered for 200-200.
- The Grand Total for all expenditures must equal the expended amount entered on the Title Page, item 6.
- The signature and date of the LEA Business Administrator is required.

<i>BUDGET DETAIL – FINAL REPORT – EXPENDITURES</i>

- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Summary page. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended. Round off to the nearest dollar.
- The totals for each GAAP code must match the totals listed on the Budget Summary - Expenditures page.
- The Grand Total must equal the amount listed on the Title Page, item 6 and the Grand Total on the Budget Summary – Expenditures page.
- The signature and date of the LEA Business Administrator is required.

<i>FINAL REPORT – FEDERAL EQUIPMENT INVENTORY</i>
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- Complete identifying information including project code with LEA's four-digit district code.
- The total of the unit acquisition costs listed must equal the equipment costs listed on Budget Summary and Budget Detail, expenditure category 400-732.
- If the equipment does not have a serial number, an identification number must be assigned.
- For items partially funded, indicate the total unit acquisition cost, the CSR cost and the percentage of CSR funds utilized.
- The signature and date of the LEA Business Administrator is required.

BUDGET SUMMARY – CARRY-OVER APPLICATION

Although the FY 2002 CSR application was consolidated with IASA, the FY 2001 carry-over of unexpended CSR funds into FY 2002 is a separate application process.

- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts budgeted for carry-over. Enter subtotals and total amounts. Round off to the nearest dollar.
 - Where salary for TPAF employees is allocated, ensure the appropriate TPAF/FICA (15% minimum) has been entered for 200-200.
- The Grand Total for all expenditures must equal the Proposed Carry-Over amount entered on the Title Page, item 8.
- The signature and date of the LEA Business Administrator is required. Approval will be delayed if this information is missing.

BUDGET DETAIL – CARRY-OVER APPLICATION

- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Summary Carry-Over Application page. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended. Round off to the nearest dollar.
- The totals for each GAAP code must match the totals listed on the Budget Statement – Carry-Over Application page.
- The Grand Total must equal the amount listed on the Title Page, item 8 and the Grand Total on the Budget Summary – Carry-Over Application page.
- The signature and date of the LEA Business Administrator is required. Approval will be delayed if this information is missing.